BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-503

28 JULY 2017

Operations

STRATEGIC BASING



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This instruction implements Air Force Policy Directive (AFPD) 10-5, Basing, and applies to Active Duty (or Regular) Air Force, Air Force Reserve Command (AFRC), Air National Guard (ANG) component of the National Guard Bureau (NGB) and other Services/Agencies requesting basing actions of one year or longer. It provides procedures for all basing requests on Air Force (AF) real property (which includes real property on Joint Bases where the AF is the supporting Component) and also applies to AF units requesting basing actions on non-AF real property. When a requirement is mandated for compliance at the wing/unit level throughout this instruction, the requirement is tiered, signifying the appropriate waiver authority to the requirement and is indicated in parentheses (T-0, T-1, T-2, or T-3) following the sentence or paragraph that drives the requirement, IAW AFI 33-360, Publications and Forms Management. See AFI 33-360, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Send comments and suggested improvements through channels to SAF/IEIB (Strategic Basing Division), Room 4B941, 1665 Air Force Pentagon, Washington, DC 20330-1070. This publication may be supplemented at any level, but all direct supplements should be routed to SAF/IEIB for coordination prior to certification and approval. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send a copy of their supplement to SAF/IEIB; other organizations send a copy of each supplement to the next higher headquarters. Ensure records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This document is substantially revised and requires complete review. This version supersedes all previous versions of Air Force Instruction (AFI) 10-503. This version incorporates Headquarters USAF realignment which moved the Strategic Basing Office from AF/A8PB to SAF/IEIB as well as other realignments. Major changes include new guidelines that clarify requirements for the basing action definition, weapon system changes, the initial vector check, joint basing, the total force enterprise, disconnected (or uncovered) manpower, encroachment management, testing and evaluation actions, and basing decision memoranda. The process for expediting basing actions and the requirements for the expedited process are defined. information on the integration of the Strategic Basing Process and the Environmental Impact Analysis Process (EIAP) is provided. Requirements for basing actions addressed in the Program Objective Memorandum (POM) development process are defined. Roles and responsibilities for offices involved in the Strategic Basing Process have been updated.

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GENERAL GUIDANCE

- **1.1. Purpose.** The AF Strategic Basing Process provides an enterprise-wide transparent, defendable, and repeatable process for decision making to ensure all strategic basing actions involving AF units and missions support AF mission requirements and comply with all applicable environmental guidance. This AFI describes the process for how mission requirements and locations are vetted and approved consistent with definitions in paragraph 1.6.
- **1.2. Applicability.** AF and non-AF entities use this AFI for basing actions and only written basing decisions supported by the processes and procedures contained herein are considered valid. **(T-1)** Specific exemptions to the Strategic Basing Process are listed in **chapter 16**. Any questions regarding whether an action qualifies as a strategic basing action are referred to SAF/IEIB for final determination.
 - 1.2.1. Overseas Basing. Overseas basing applies to any basing action at any location outside the United States or its territories/possessions. Overseas basing actions follow the process outlined in this instruction as well as AFI 10-504, *Overseas Force Structure Changes and Host-Nation Notification*, the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 2300.02J, *Coordination of Overseas Force Structure Changes and Host-Nation Notification*, and the primary AF source of guidance on environmental analysis required abroad, 32 Code of Federal Regulation (CFR) 989 at 989.37 and 989.38.
 - 1.2.2. Organization Change Requests (OCR), Program Change Requests (PCR), Program Action Directives (PAD), Program Guidance Letters (PGL) or Programming Plans (PPlan) do not constitute basing decision execution authority nor are they exempted from the Strategic Basing process.
 - 1.2.3. This instruction does not apply to:
 - 1.2.3.1. Base Realignment and Closure (BRAC) actions.
 - 1.2.3.2. Expeditionary and contingency operations.
 - 1.2.3.3. Real property classified as industrial facilities under the control of the Assistant Secretary of the Air Force (Acquisition) (SAF/AQ).
 - 1.2.3.4. Testing and Evaluation and Depot Source of Repair. Actions governed by the Testing and Evaluation (T&E) process as defined in AFI 99-103, *Capabilities-Based Test and Evaluation*, or the Depot Source of Repair (DSOR) process as defined in AFI 63-101/20-101, *Integrated Life Cycle Management*, are exempt from the requirements of this instruction.
 - 1.2.3.4.1. Actions that exceed the scope of the T&E or DSOR processes may be considered AF strategic basing actions as defined in paragraph 1.7. Coordinate with SAF/IEIB to determine if these actions require approval through the AF Strategic Basing Structure.

1.3. Strategic Basing Alignment with Other AF and DoD Corporate Processes and Policies.

- 1.3.1. Total Force Enterprise (TFE). TFE actions follow AFI 90-1001, *Planning Total Force Associations (TFAS)*, and are coordinated with the AF Strategic Basing Process as defined in **chapter 6**.
- 1.3.2. Program Objective Memorandum. While strategic basing is the default method for making basing decisions, actions approved by the Air Force Corporate Structure (AFCS) through the POM process are coordinated through the AF Strategic Basing Process as described in **chapter 7**.
- 1.3.3. Real Estate Actions. Leases follow applicable AF instructions (AFI 32-9000-series) and Air Force Civil Engineer Center (AFCEC) procedures for real property management. Certain real estate actions described in **chapter 16** are exempt from the AF Strategic Basing Process. As necessary, the Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI), may require real estate actions be coordinated with SAF/IEIB and AFCEC upon being submitted for approval.
- 1.3.4. Air Reserve Component. All strategic basing actions that affect ANG or AFR units or installations also require compliance with Department of Defense Instruction (DODI) 1225.08, *Reserve Component Facilities and Unit Stationing*.
- 1.3.5. Major Range and Test Facility Bases. All strategic basing actions that affect a Major Range and Test Facility Base (MRTFB) also require compliance with DODD 3200.11, *Major Range and Test Facility Base*, and DODI 3200.18, *Management and Operation of the Major Range and Test Facility Base*.
- 1.3.6. Joint Basing. Strategic basing actions at joint base locations, where AF is the supporting Component, follow this instruction and the guidance and instructions in the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Memorandum, "Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base New Mission Stationing/Beddown," for joint mission alignment. Synchronization of operational and installation support, dispute resolution, and transfer of Total Obligation Authority (TOA) for support costs are addressed in the Basing Action Request (BAR), described in paragraph 3.1, of the AF Strategic Basing Process. See chapter 10 for additional details.
- 1.3.7. National Capital Region (NCR) Basing. Any basing action, regardless of size, which takes place within 100 miles of the Pentagon (the NCR) is subject to the National Capital Planning Act set forth at 40 U.S.C. §§8701 et seq., DODI 5305.5, Space Management Procedures, National Capital Region, AFI 32-9010, Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area, and Secretary of Defense Memorandum, "Land Acquisition and Leasing of Office Space in the United States," in addition to the terms and conditions set forth in this instruction. No proposals for relocating into or within the NCR that exceed \$500,000 in relocation costs may be made public without Secretary of Defense (SecDef) or Deputy SecDef approval.

- **1.4. Environmental Planning and Decision Making.** This instruction does not provide National Environmental Policy Act (NEPA) guidance, but is viewed and executed integrally with NEPA as implemented within the Air Force by 32 CFR 989, *Environmental Impact Analysis Process (EIAP)*. Details on EIAP requirements for strategic basing actions are identified in paragraphs 3.2.8, 3.3.5, 3.4, and **chapter 15**. Timing of key NEPA milestones in the strategic basing process are discussed in paragraphs 3.2.8 and 3.3.5.
- **1.5. Documentation.** All taskings related to the AF Strategic Basing Process are accomplished in writing. See Attachment 1, Glossary of References and Supporting Information, for terms used in this instruction.
- **1.6. Definitions.** The terms basing and beddown are not interchangeable. Basing is a standardized, repeatable, transparent and deliberate process used to determine the location of a unit, mission, activity, or manpower. Beddown is considered the execution of an approved basing action. Coordination between programming and basing actions is essential to successful AFCS review.
 - 1.6.1. Basing Action. A basing action is any action (i.e., activation, inactivation, adjustment) that results in the increase, decrease, and/or movement of:
 - 1.6.1.1. AF or non-AF units, missions, manpower authorizations, and/or weapon systems to a location determined to be AF real property.
 - 1.6.1.2. AF units, missions, manpower authorizations, and/or weapon systems to a location determined to be non-AF real property.

1.7. AF Strategic Basing Actions.

- 1.7.1. An AF strategic basing action is any basing action as defined in paragraph 1.6 meeting the criteria below.
 - 1.7.1.1. A weapon system change (additions, subtractions, or mission design replacement); excludes tail number swaps, block/spiral upgrades, and assignment of Backup Aerospace Vehicle Inventory (BAI), and/or Attrition Reserve (AR) aircraft. (Weapons systems are defined by AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*)
 - 1.7.1.2. Any organization action, as defined in AFI 38-101, *Air Force Organization*, that changes the number of permanent party and/or contractor personnel at an installation by at least 35. See Attachment 1, *Terms*, Organization Action.
 - 1.7.1.3. A unit movement as described in AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units.*
 - 1.7.1.4. A non-AF entity requesting to move onto an AF installation or AF real property. Non-AF entity exemptions are listed in paragraph 16.2.
 - 1.7.1.5. Any action by a non-AF entity residing on an AF installation or AF real property that results in a change to their primary mission, to include any increase in airspace or range requirements/usage, or a change of 35 or more personnel.

- 1.7.1.6. An AF or non-AF entity continuous rotational presence or temporary duty on an AF installation or AF real property that will require the need for new construction or is greater than 300 days in a consecutive 18 month period with an increase of 35 or more personnel (does not include base operating support (BOS)).
- 1.7.1.7. Any special interest action, as identified by SAF/IEIB, regardless of size or scope.
- 1.7.2. AF strategic basing decisions are approved by the Secretary of the Air Force (SecAF) or delegated authority. These basing actions require staffing through the AF Strategic Basing Process as outlined in this AFI.
- 1.7.3. Basing actions which do not meet the criteria above or are requested for a duration not to exceed one year are the responsibility of the host and/or designated lead MAJCOM and follow appropriate MAJCOM processes for approval and beddown execution, to include compliance with environmental laws, regulations, policy, and guidance. Refer any questions regarding whether an action qualifies as a strategic basing action to SAF/IEIB for final determination.
- **1.8. Resource Commitment.** Commitment of AF resources, construction, movement of personnel and/or equipment, or similar actions may not occur prior to SecAF (or SecAF delegated authority) approval of an AF strategic basing action. The SecAF approval will be documented in the form of a signed Basing Decision Memorandum (BDM) when EIAP results in a Categorical Exclusion (CATEX) or a Finding of No Significant Impact (FONSI), or a signed Record of Decision (ROD) when an Environmental Impact Statement (EIS) is completed.
- **1.9. Public Announcements.** AF strategic basing actions are not announced to the public until approved by the SecAF or SecAF delegated authority. All public announcements for AF strategic basing decisions require coordination through the Legislative Liaison, Office of the Secretary of the Air Force (SAF/LL), Public Affairs, Office of the Secretary of the Air Force (SAF/PA), and (as required) Congressional Budget and Appropriations Liaison, Deputy Assistant Secretary of the Air Force for Budget (SAF/FMBL).

AIR FORCE STRATEGIC BASING STRUCTURE (AFSBS)

- **2.1. Overview.** The AFSBS enables the AF strategic basing process by supporting an enterprise-wide, fact-centered review. The AFSBS presents recommended courses of action to the SecAF for making criteria-based strategic basing decisions. The top-down deliberative elements of the AFSBS are the Strategic Basing Executive Steering Group (SBESG) and the Strategic Basing Panel (SBP).
 - 2.1.1. The ultimate goals of the AFSBS are to provide a multifunctional, cross-staff perspective on all key AF strategic basing actions, enhance basing issue responsiveness, support interactive corporate decision-making, and bridge organizational barriers to improve the AF Strategic Basing Process.
 - 2.1.2. The AFSBS is informed by the National Defense Strategy, Air Force Strategic Master Plan (SMP), SMP Strategic Posture Annex, Quadrennial Defense Review (QDR), CORONA-level decisions, analysis performed in accordance with NEPA, and other applicable policy guidance and regulatory sources.
- **2.2. SecAF** and **Chief of Staff, Air Force (CSAF).** The SecAF is the final decision authority for AF strategic basing actions within the United States, its territories and possessions, unless otherwise delegated. The CSAF assists the SecAF by providing advice on operational issues and military judgement. For overseas basing actions requiring an Overseas Force Structure Change, the SecAF provides recommendations to the SecDef supporting the process described in AFI 10-504 and CJCSI 2300.02J.
- **2.3. Strategic Basing Executive Steering Group (SBESG).** The SBESG is the senior forum (one- and two-star general officers and civilian equivalents) dedicated to cross-functional consideration of AF strategic basing actions. The SBESG reviews and evaluates proposed actions to ensure each action is consistent with AF concepts of operations (CONOPS), basing objectives, criteria, policies, programming and planning, and presents courses of action to the SecAF and CSAF through the AFCS. The SBESG also returns issues requiring additional information or work to the basing proponent via the SBP. The SBESG is chaired by SAF/IEI with HQ AF/A8X (Director for Strategic Plans) and HQ AF/A8P (Director for Programs) as cochairs. Membership consists of the representatives from the following functional areas: AF/A1M, AF/A2R, AF/A3O, AF/A4L, AF/A4C, SAF/IEIB (executive secretariat), AF/A8P, AF/A8X, AF/A9R, AF/A1O, AF/JAA, AF/REX, SAF/AQX, SAF/CIO A6, SAF/FMB, SAF/GCN, SAF/IEE, SAF/IEI, SAF/LLP, SAF/PAO, SAF/MG, NGB/CF. As Required: SAF/IA, SAF/MRR, AF/A3S, AF/A3X, AF/A3W, AF/A4S, AF/A5S, AF/TE, other Headquarters AF (HAF) offices, and MAJCOMs
- **2.4. Strategic Basing Panel (SBP).** As required, the SBP (O-6 and civilian equivalents) supports the SBESG and senior-level leadership as a forum for initial corporate review and evaluation of appropriate issues within the same broad categories of the SBESG. The SBP is the first level of AFSBS integration for basing action reviews. The SBP is chaired by SAF/IEIB. Membership consists of representatives from the following areas: AF/A1MP, AF/A3OT, AF/A4CP, AF/A8PE, AF/A8XF, AF/A9RI, AF/JAA, AFLOA/JACE, SAF/FMBL, SAF/GCN, SAF/IEI, SAF/IEIB, SAF/LLP, SAF/PAX, SAF/CIO A6, NGB/A8FB, MAJCOMs. As

Required: AF/A2RM, AF/A3S, AF/A3X, AF/A3W, AF/A4LR, AF/A4LW, AF/A5S, AF/A4CA, AF/A10-O, AF/REXP, AF/TER, SAF/AQX, SAF/IAR, SAF/IEE, SAF/IEIP, SAF/MRR, SAF/PAO, AF/A8X Mission Panels, Mission Support Panels, and other HAF offices.

PROCESS

- **3.1. Overview.** This section describes the strategic basing corporate review process for standard, expedited or special-interest items. For all AF strategic basing actions, the proponent will first submit a BAR to SAF/IEIB to initiate the AF Strategic Basing Process (**T-1**).
- **3.2. Strategic Basing Action Process Steps.** Attachments 2 and 3 depict the standard AF Strategic Basing Process.
 - 3.2.1. Upon receipt of a BAR, SAF/IEIB will identify the lead MAJCOM for weapon systems basing actions, using AFPD 10-9 as a reference. SAF/IEIB will identify the lead MAJCOM for non-weapon systems basing actions. Note: for the purposes of this AFI, in some cases the term "designated lead MAJCOM" may not be a formal AF MAJCOM, but some other organization (e.g., the NGB or a FOA/DRU like the Air Force Flight Standards Agency).
 - 3.2.1.1. Dependent on the respective basing action, SAF/IEIB may identify one lead MAJCOM and one or more subordinate MAJCOMs, to include a FOA/DRU or the NGB, to coordinate as required.
 - 3.2.2. The designated lead MAJCOM will coordinate the BAR with appropriate agencies before SAF/IEIB schedules the action to meet the SBP.
 - 3.2.2.1. Consult AFCEC/CZN (NEPA Division) to determine anticipated EIAP actions to satisfy NEPA. NGB actions will execute NEPA through NGB/A4AM office and will coordinate with AFCEC as required.
 - 3.2.2.2. Coordinate actions involving a Major Weapon System with AF/A3O.
 - 3.2.2.3. Reference the BART (https://cs.eis.af.mil/sites/10010) for guidance on briefing formats and templates for each step in the Strategic Basing process.
 - 3.2.3. Initial Vector Check (IVC). SAF/IEI will determine if a BAR requires a vector check. The IVC is intended to gain AFSBS guidance on a strategic basing action before formal staffing through the AF Strategic Basing Process. If an IVC is necessary, the designated lead MAJCOM will, in coordination with SAF/IEIB, prepare a presentation for the AFSBS. The designated lead MAJCOM will incorporate the results of the IVC into its basing criteria submission.
 - 3.2.4. SAF/IEI will provide general guidance through SAF/IEIB to the designated lead MAJCOM to frame the development of basing criteria and generate an enterprise wide list of installations for basing consideration. In coordination with SAF/IEE (Environment, Safety and Infrastructure) and SAF/IEIM (Community Partnership and Encroachment), AF/A3O provides operational guidance, including range and airspace considerations; AF/A4C provides guidance for the development of environmental, noise, compatible land use, and facility criteria. The designated lead MAJCOM will apply the guidance and develop proposed specific basing criteria for the required action. The designated lead MAJCOM will assign weight to each criterion so that a score can be applied to each basing location, as

- directed in paragraph 3.2.6. The designated lead MAJCOM will submit the proposed criteria to SAF/IEIB.
- 3.2.5. SAF/IEIB will staff for review, comment, and endorsement the proposed enterprise and criteria through the SBP, the SBESG, and the AF Board for SecAF approval. Once approved, SAF/IEIB SAF/LL, SAF/FMBL, SAF/PA, and the lead MAJCOM and host MAJCOM Public Affairs (PA) offices will coordinate public and congressional release, as required.
- 3.2.6. The designated lead MAJCOM will then, in coordination with all affected MAJCOMs, gather data from the approved enterprise installations and assign scores to those installations based on the approved criteria. Data collection is based on the current conditions at the installation level. Reuse of previous data gathering requires SAF/IEIB authorization. The resulting scored enterprise-wide list is presented to the SBP, SBESG, and AF Board for review, validation, and endorsement for SecAF approval.
- 3.2.7. The scored enterprise wide list is presented to the SecAF with SBESG and AF Board perspectives. The SecAF selects the candidate list for site survey. Once approved, SAF/LL, SAF/FMBL, SAF/PA, and the lead and host MAJCOM PA offices will coordinate the public announcement of the candidate list. SAF/IEIB will provide a Site Survey Authorization Memorandum identifying the approved candidate list, in alphabetical order, for site survey to the designated lead MAJCOM along with a site Survey Control Number (SCN) for the locations identified.
- 3.2.8. The designated lead MAJCOM will generate and submit a draft AF 813 *Request for Environmental Impact Analysis*, along with the BAR submission to AFCEC NEPA Division (or NGB/A4AM, if applicable) to initiate the EIAP.
- 3.2.9. The designated lead MAJCOM, in coordination with the host MAJCOM as applicable, will perform site surveys for all approved candidate list locations. The designated lead MAJCOM will coordinate with AF/A9RI to accomplish Basing Life Cycle Cost (BLCC) analysis for inclusion in the site survey report. The designated lead MAJCOM will forward final site survey reports (reference paragraph 5.4) to SAF/IEIB as directed in the Site Survey Authorization Memorandum.
- 3.2.10. SAF/IEIB will staff the site survey results for review, validation, and endorsement through the SBP, the SBESG, and the AF Board for SecAF approval of a preferred alternative. At the direction of the SecAF, other candidate bases may be designated reasonable alternatives to enable EIAP execution. Once a preferred location is approved, public announcements are coordinated with SAF/LL, SAF/FMBL, SAF/PA, and the designated lead and host MAJCOM PA offices prior to release.
- 3.2.11. After required public announcements of the preferred and reasonable alternatives, the designated lead MAJCOM, in coordination with the execution agent and proponent for EIAP, and host MAJCOM if applicable, will ensure the completion of the EIAP. This includes the initiation of interagency and intergovernmental coordination letters and any required public scoping announcements. The designated lead MAJCOM will forward the completed EIAP documentation to HQ AF/A4CP and SAF/IEIB for any security and policy review and coordination with SAF/LL, SAF/FMBL, and SAF/PA.

- 3.2.12. The designated lead MAJCOM will not execute the AF strategic basing decision until Congressional notification(s) is complete, a BDM or ROD is issued to the designated lead MAJCOM (with a copy to the host MAJCOM as applicable), and the designated lead and host MAJCOM public release requirements are met. SAF/IEIB will inform HQ AF/A1M (Director of Manpower, Organization and Resources) to ensure force structure changes are placed into the annual AF Force Structure Announcement.
- **3.3. Expedited Basing Actions.** There are circumstances when certain steps in the AF Strategic Basing Process are not necessary. Expediting the process allows proponents to streamline steps in the AF Strategic Basing Process, which may reduce the time required to obtain a final basing decision. The final approval authority for expedited basing actions is the SecAF who may delegate authority to SAF/IE (Assistant Secretary of the Air Force for Installations, Environment and Energy). Further delegation is authorized, but no lower than SAF/IEIB. Attachment 4 depicts the AF Strategic Basing Process for an expedited basing action.
 - 3.3.1. Expediting a basing action is considered the exception, not the rule. When an AF strategic basing action qualifies as an expedited basing action, the designated lead MAJCOM will contact SAF/IEIB for specific instructions on how to proceed through the AF Strategic Basing Process. For an AF strategic basing action to meet the requirements for the expedited process, it must qualify in at least one of the following three (3) SecAF-approved categories:
 - 3.3.1.1. Simple an action that meets criteria for an AF strategic basing action (reference paragraphs 1.7.1.1 1.7.1.7) and is of minimal mission and non-significant environmental impact on any installation selected to support the basing requirement. Examples of a simple action include (but are not limited to) non-AF entity requests less than 35 personnel, facility requirements with limited construction (i.e., O&M renovations when no Military Construction (MILCON) is necessary), and actions with low/minimal impact to base operating support. This does not apply to any action that results in the movement of AF units or weapon systems deemed AF or national policy significant, or when the action itself is deemed AF or national policy significant.
 - 3.3.1.2. Specialized an action that supports unique mission requirements which limit the enterprise of potential installations to one or more specific locations.
 - 3.3.1.3. Time-sensitive an action which has SecAF and CSAF documented support (e.g., email) for an accelerated decision timeline. Factors which contribute to time-sensitive basing actions include (but are not limited to) budgetary constraints, Congressional time constraints, and critical mission degradation constraints.
 - 3.3.2. Proponents who request consideration for an expedited strategic basing action will provide justification within the completed BAR (reference paragraph 3.1) (**T-1**). The SBP will analyze the BAR to determine if the expedited process is justified. If the expedited request is not supported, the proponent will revert to the standard Strategic Basing process (as described in paragraph 3.2.). If the expedited process is approved, SAF/IEIB will establish the appropriate approval level in accordance with delegated authorizations.
 - 3.3.3. The proponent (with designated lead MAJCOM assistance and support if the proponent is a non-AF entity) will prepare a briefing describing the basing action (T-1). Reference the BART (https://cs.eis.af.mil/sites/10010) for guidance on briefing formats and templates for each step in the expedited Strategic Basing process.

- 3.3.4. Qualification for an expedited AF strategic basing action can be overturned at any point during the AF Strategic Basing Process.
- 3.3.5. Once the proponent prepares an expedited basing action briefing, SAF/IEIB will contact the designated lead MAJCOM and schedule an SBP. The designated lead MAJCOM will coordinate the expedited proposal with HAF/A4C and AFCEC NEPA Division (or NGB/A4AM for ANG hosted actions) to scope environmental concerns and assess the level of EIAP that is needed, considering that NEPA and other regulatory actions have a public review component, among other issues.
 - 3.3.5.1. If the action qualifies for a CATEX, the signed CATEX should accompany the basing action as soon as possible after approval and legal review is complete.
 - 3.3.5.2. If an EA or EIS is anticipated, initiation of consultation with resource agencies and public announcement of notices of availability of draft EA/FONSIs or notices of intent to prepare an EIS will be coordinated with SAF/IEIB and should not occur until after the SecAF approves the enterprise.
- 3.3.6. If the proponent requires a site survey for an expedited basing action or if directed by the SBP/SBESG, see **chapter 5** on procedures.
- 3.3.7. Expedited basing actions approval options:
 - 3.3.7.1. SAF/IEIB review, validate, and approve or refer to SBESG
 - 3.3.7.2. SBESG review, validate, and approve or refer for SecAF approval
 - 3.3.7.2.1. If referred for SecAF approval, present action to the AF Board
 - 3.3.7.2.2. SecAF approval may be obtained by:
 - 3.3.7.2.2.1. SAF/IEI presents the action to the SecAF during the in-cycle AF Strategic Basing Update meeting, or
 - 3.3.7.2.2.2. SAF/IEIB staffs for SecAF approval either via the SecAF Strategic Basing Monthly Update memorandum or by separate cover.
- 3.3.8. As necessary, public announcements are coordinated with SAF/LL, SAF/FMBL, SAF/PA, and the designated lead and host MAJCOM PA offices prior to release.
- **3.4. Finalizing the Basing Decision.** No basing decision is final until proper EIAP documentation is completed and approved at the appropriate level. Additionally, Congressional notifications and other public announcements may be required, and must be properly coordinated and executed.
 - 3.4.1. Once the EIAP is complete, SAF/IEIB will ensure a BDM or ROD is signed at the appropriate level within the Air Staff. If required, public announcements (or Federal Register notices in the case of RODs) are coordinated with SAF/LL, SAF/FMBL, SAF/PA, and the designated lead and host MAJCOM PA offices prior to release. For actions affecting ANG installations, NGB/LL and NGB/PA will facilitate communication with state governments.

- 3.4.1.1. If the EIAP concludes with a CATEX or FONSI, SAF/IEIB will prepare a BDM and inform SecAF (or delegated authority) through the SecAF Strategic Basing Monthly Update. Following congressional notification and public announcement (if required), SAF/IEIB (or designated authority) will sign and release the BDM, finalizing the basing decision and closing the basing action at the HAF level.
- 3.4.1.2. If the EIAP concludes with a signed EIS ROD, the basing action is closed at the HAF level. A signed ROD officially documents the SecAF's final basing decision and precludes the need for a BDM.
- 3.4.2. If the EIAP presents environmental impact information that renders the preferred alternative impractical, unsafe, or otherwise detrimental, the SecAF is informed. Based on direction from the SecAF, SAF/IEIB will provide instruction on the way forward to the proponent and designated lead MAJCOM.
- **3.5. Special Interest Items.** Any special interest items as determined by SAF/IEIB that necessitate AFCS review are presented to the SBP and SBESG. Examples include but not limited to airspace, range, and encroachment interest items.
- **3.6. MAJCOM Endorsement.** Lead (or Host) MAJCOM endorsement (general officer/flag officer/senior executive service official) of a BAR is necessary prior to formally entering the AF Strategic Basing process. Similarly, requests from non-AF entities require appropriate headquarter level approval.
- **3.7. Document Distribution.** Pre-decisional basing analysis is for internal AF use on a strict "need-to-know" basis (reference Department of Defense Manual (DoDM) 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*, and AFPD 16-14, *Enterprise Security Governance*). Score sheets, site survey reports, briefings, and presentations (including read-aheads and meeting minutes) are distributed only to authorized personnel and protected as For Official Use Only or, as appropriate, at the higher level of information classification.
 - 3.7.1. Limitations. Access to pre-decisional basing information by industrial firms under contract to the AF should be limited to a strict "need-to-know" basis as provided in DoDM 5200.1-V1, AFI 16-1404, *Air Force Information Security Program*, Department of Defense (DoD) 5220.22-R, *Industrial Security Regulation*, and AFI 16-1406, *Industrial Security Program*. Limited general information may be released to the public, only as required and with coordination of SAF/PA, to meet NEPA compliance, or other legally required public notice or participation requirements, after appropriate security and policy review is completed.
- **3.8. Decision Announcements.** AF strategic basing decisions are not releasable until approved by the SecAF or delegated authority. In all cases, SAF/LL, SAF/FMBL, and SAF/PA coordination is accomplished. Overseas basing announcements follow AFI 10-504.

ROLES AND RESPONSIBILITIES

4.1. SAF/IEI will:

- 4.1.1. Co-Chair the SBESG.
- 4.1.2. Coordinate options through the AFCS and present to the SecAF for approval as required.
- 4.1.3. Provide updates to the SecAF, CSAF, and key staff as required.
- 4.1.4. Act as the OPR for all basing Congressional inquiries.
- 4.1.5. Ensure BDMs are signed at the appropriate level.
- 4.1.6. Ensure the AF basing process is standardized, repeatable, transparent, and deliberate.
- 4.1.7. Provide HAF strategic basing policy and guidance to the SBP and the SBESG.
- 4.1.8. Integrate coordination of non-exempt real estate actions (leases, permits, licenses, etc.) through the basing process.
- 4.1.9. Provide strategic guidance to ensure the AF Strategic Basing Process is integrally executed with the requirements of the AF EIAP and the NEPA.
- 4.1.10. Determine the level of environmental analysis required for especially important, visible or controversial basing actions and approve selected EAs and FONSIs.
- 4.1.11. Approve all draft and final basing action EISs and RODs.
- 4.1.12. Sign the EIS and RODs for basing actions and approve subsequent Mitigation Monitoring Plans.
- 4.1.13. Attend AF Boards to provide Secretariat strategic guidance for POM actions with basing implications.

4.2. AF/A8P and AF/A8X will:

- 4.2.1. Both act as Co-Chairs for the SBESG.
- 4.2.2. Integrate basing decisions with the Resource Allocation Plan (AF/A8X) and the POM (AF/A8P)

4.3. SAF/IEIB will:

- 4.3.1. Act as the AF single point of contact (POC) and clearinghouse for all strategic basing processes and actions.
- 4.3.2. Preserve the integrity of the AF Strategic Basing Process by ensuring the process is standardized, repeatable, transparent, and deliberate and coordinated at all levels (wing through HAF).
- 4.3.3. Implement HAF strategic basing policy and guidance (including AFI 32-9010 and CJCSI 2300.02J).

- 4.3.4. Synchronize basing planning and resources with the Future Years Defense Program (FYDP) and beyond, as required.
- 4.3.5. Determine the lead MAJCOM for basing actions.
- 4.3.6. Ensure designated lead MAJCOM coordinates basing actions involving weapons systems with A3O prior to being scheduled for the SBP.
- 4.3.7. Chair and facilitate all SBP meetings.
- 4.3.8. Provide staffing and assistance in hosting all SBP-directed basing conferences.
- 4.3.9. Schedule ad-hoc multifunctional reviews for basing action implementation.
- 4.3.10. Generate updates for the SBESG.
- 4.3.11. As the office of collateral responsibility, support SAF/IEI on all Congressional basing inquiries.
- 4.3.12. Serve as the SBESG executive secretariat.
 - 4.3.12.1. Generate SBESG minutes.
 - 4.3.12.2. Staff SBESG courses of action through the AFCS.
 - 4.3.12.3. Provide SBESG courses of action to the SecAF for review and approval.
- 4.3.13. Ensure all disconnected (or uncovered) manpower, resulting from strategic basing decisions and actions, are coordinated through the AF Strategic Basing Process.
- 4.3.14. Ensure all Total Force Integration (TFI) proposals requiring a basing location decision are included in the AF Strategic Basing Process.
- 4.3.15. Ensure qualifying real estate actions are coordinated through the appropriate basing process.
- 4.3.16. Generate and distribute BDMs, as required.
- 4.3.17. Act as OPR for site survey requests.
 - 4.3.17.1. Notify the proponent, designated lead and host MAJCOMs of site survey decisions.
 - 4.3.17.2. Issue site SCNs, if applicable.
- 4.3.18. Notify the Administrative Assistant to the Secretary of the Air Force, Facilities Support Directorate (SAF/AAF) of any site SCN issued for installations within the NCR.
- 4.3.19. Attend AF Group (POM) meetings to provide technical guidance for POM actions with basing implications.
- 4.3.20. Provide technical basing guidance to AF/A8P on basing actions submitted and reviewed in the AFCS.
 - 4.3.20.1. Provide liaison representation on all Mission Panels.
 - 4.3.20.2. Provide advisory members to the Mission Support Panels and Issue Teams as required.
- 4.3.21. Review all POM basing actions as provided by AF/A8P.

4.4. SAF/AQ (Office of the Assistant Secretary of the Air Force for Acquisition) will:

- 4.4.1. Participate in the SBP and the SBESG.
- 4.4.2. Ensure the respective SAF/AQ-PEO weapon system program offices supports the lead MAJCOM in the development, fielding, and sustainment throughout the weapon system life cycle.
- 4.4.3. Collaborate with SAF/IEIB to ensure all basing options for acquisition programs are evaluated, thoroughly vetted, and accomplished within the basing timeline.
- 4.4.4. Ensure the Program of Record supports basing actions included in all acquisition programs, to include funding for the requisite environmental analysis.
- 4.4.5. Provide briefings to the SBP and the SBESG on future weapon systems basing requirements as specified in AFPD 10-5 well in advance of initial system delivery to provide sufficient planning time to identify potentially suitable beddown locations.

4.5. SAF/IEE will:

- 4.5.1. Participate in the SBP.
- 4.5.2. Provide secretariat guidance to the SBESG for matters addressing: environment, safety and occupational health; installation energy and energy policy; and operation, maintenance, repair, and sustainment of built and natural infrastructure.
- 4.5.3. Attend AF Group (POM) meetings to provide guidance to ensure POM actions with basing implications do not violate NEPA.

4.6. SAF/GCN (General Counsel, Installations, Energy and Environment), AF/JAA (Office of the Judge Advocate General, Administrative Law Division), and AFLOA/JACE (Environmental Law Field Support Center) will:

- 4.6.1. Participate in the SBP and the SBESG.
- 4.6.2. Provide coordinated legal review and opinions/recommendations.

4.7. SAF/LL, SAF/FMBL, and SAF/PA will:

- 4.7.1. Participate in the SBP and the SBESG.
- 4.7.2. Coordinate on all basing actions and EIAP public announcements.
- 4.7.3. Oversees the public and congressional notifications associated with all basing actions and EIAP public announcement.
 - 4.7.3.1. Advises SecAF on the timing and scope of public notifications.
 - 4.7.3.2. Support SAF/IEIB.

4.8. AF/A3O (Directorate of Operations) and AF/A5S (Directorate of Strategy, Concepts, and Assessment) will:

4.8.1. Participate in the SBP and the SBESG.

- 4.8.2. Provide support and advice for operational and strategic issues including, but not limited to, treaty obligations, country agreements, power projection considerations, vulnerabilities, readiness, long-term future strategic planning, and the operational environment.
- 4.8.3. Review MAJCOM-developed operational assumptions for actions involving weapon systems prior to being scheduled for the SBP.
- 4.8.4. Ensure strategic basing actions that impact Major Range and Test Facility Bases are in accordance with DODD 3200.11, *Major Range and Test Facility Base*, and DODI 3200.18, *Management and Operation of the Major Range and Test Facility Base*.

4.9. AF/A4C (The Director of Civil Engineers) will:

- 4.9.1. Participate in the SBP and the SBESG.
- 4.9.2. Provide support and advice for installation planning, encroachment, and noise.
- 4.9.3. Provide all draft and final EIAP documentation to SAF/IEIB for SBESG member's review.
- 4.9.4. Provide EIAP policy and execution oversight and advise the AFCS via the EIAP program management office in HQ AF/A4CP (Installation Strategy and Plans Division).
- 4.9.5. Ensure compliance with the Posture Annex of the Air Force SMP.

4.10. AF/A8XF (Total Force Integration Division) will:

- 4.10.1. Attend meetings as required.
- 4.10.2. Provide TFE coordination, as required.
- 4.10.3. Ensure TFI proposals that lack an approved location are forwarded to SAF/IEIB for inclusion in the AF Strategic Basing Process.

4.11. AF/TE (Test and Evaluation) will:

- 4.11.1. Participate in the SBP and SBESG whenever a basing action affects a MRTFB.
- 4.11.2. Coordinate with AF/A3O and AF/A5S to ensure strategic basing actions that impact MRTFBs are in accordance with DODD 3200.11 and DODI 3200.18.

4.12. SBESG members (listed in paragraph 2.3) will:

- 4.12.1. Attend meetings as required.
- 4.12.2. Provide broad basing guidance (through SAF/IEIB) to designated lead MAJCOMs in order to develop specific basing criteria.
- 4.12.3. Perform a comprehensive review of issues associated with basing actions. These include, but are not limited to, SBP courses of action, candidate bases, number of bases to be surveyed, manpower requirements, and CONOPS.
- 4.12.4. Review basing actions for consistency with strategic guidance prior to an IVC and at subsequent SBESG meetings.

4.13. SBP members (listed in paragraph 2.4) will:

- 4.13.1. Attend meetings as required.
- 4.13.2. Perform a comprehensive review and assessment of each proposed basing action with respect to strategic planning guidance, force structure plans, QDR, CORONA decisions, etc.
- 4.13.3. Review the scored and ranked enterprise-wide list for basing actions to derive the ranked potential candidate list.
- **4.14. All other HAF staff agencies.** Comply with this AFI as required.

4.15. Air Force Installation and Mission Support Center (AFIMSC) .

- 4.15.1. Validate facility and infrastructure costs associated with basing actions, as proposed by the proponent MAJCOM.
- 4.15.2. Provide other support to MAJCOMs, as appropriate; however, the lead MAJCOM will remain the proponent for basing actions (**T-1**).

4.16. AFCEC will:

- 4.16.1. Provide NEPA support and real estate action coordination as required and in accordance with AFI 32-7061, *The Environmental Impact Analysis Process*; AFI 32-9001, *Acquisition of Real Property Facilities*; AFI 32-9002, *Use of Real Property*; AFI 32-9003, *Granting Temporary Use of Air Force Real Property*; and PAD 12-03 and PAD 14-04 (**T-1**).
- 4.16.2. Conduct comprehensive planning analysis as specified in AFI 32-7062, *Comprehensive Planning*.
- 4.16.3. Provide encroachment management expertise and support in accordance with AFI 90-2001, *Encroachment Management*.
- 4.16.4. Support SAF/IEIB and AF/A4C with environmental planning and EIAP execution for the basing process.

4.17. NGB will:

- 4.17.1. Advise SAF/IEIB and AFCEC of all relevant findings associated with Council of Governors (Presidential Executive Order 13582) and the State Facility Boards recommendations associated with joint reserve component use of federal assets required by DODI 1225.08, *Reserve Component Facilities and Unit Stationing*.
- 4.17.2. Execute the NEPA and real estate roles actions as described in para 4.16, in accordance with 32 CFR 989, DODI 1225.08, and AFI 32-1012, *Reserve Component Facilities Program*.

4.18. MAJCOM Basing Organizations will:

- 4.18.1. Comply with the process in **chapter 3**.
- 4.18.2. Consult with the appropriate Environmental Planning Function (EPF) when developing the BAR and prior to BAR submission. The level of EIAP required to support the basing action will depend on the scope of the proposed action and the anticipated level of environmental impacts.

4.18.3. Direct liaison authority is permitted between SAF/IEIB and MAJCOM basing organizations upon MAJCOM endorsement of a proposed basing action from formal submission of the BAR through final decision.

4.19. Designated lead MAJCOMs will:

- 4.19.1. Comply with the process in **chapter 3**.
- 4.19.2. Coordinate with host MAJCOM(s) and installation(s) throughout the AF Strategic Basing Process.
- 4.19.3. Coordinate any action involving a weapon system with AF/A3O prior to being scheduled for the SBP.
- 4.19.4. Coordinate with AF/A9RI (Force Analysis and Infrastructure Division) prior to conducting site surveys to ensure the BLCC data metrics for each candidate installation are included in the development of site survey requirements.
- 4.19.5. Ensure that no irrevocable commitment of AF resources or movement of equipment, force structure or personnel onto an installation occurs prior to completion of the EIAP and the receipt of final basing approval.
- 4.19.6. Execute the final AF strategic basing decision once the BDM or ROD is signed and public release and notification requirements are met.

4.20. Unit/Installations responsibilities:

- 4.20.1. Units and installations will support the process in **chapter 3 (T-1)**.
- 4.20.2. AF installations and/or tenant Wing Commanders shall submit all requests for AF strategic basing actions through their MAJCOM basing organization (**T-1**).
- 4.20.3. AF installations and/or tenant Wing Commanders contacted by non-AF entities with proposed AF strategic basing actions shall direct them to SAF/IEIB (**T-1**).
- 4.20.4. No installation will allow a site survey by entities outside their MAJCOM without a valid site SCN (T-1).
- 4.20.5. No AF installation commander will allow entities to beddown without the appropriate EIAP documentation and BDM or ROD (**T-0**).

SITE SURVEYS

- **5.1. Site Surveys.** A site SCN requires written approval prior to the earliest basing visit (exceptions may be granted by SAF/IEIB). Intra-MAJCOM visits may be conducted without a site SCN provided the visit is exploratory in nature and does not require any public notifications and/or announcements. Note: the terms site survey and Site Activation Task Force (SATAF) visit are not interchangeable. See Attachment 1 *Terms* for the definitions of site survey and SATAF.
- **5.2. Requesting Site Survey Control Numbers.** The preferred method of requesting a site SCN is through the BAR via the HAF BART (https://cs.eis.af.mil/sites/10010). An alternative method is via the BAR submitted by electronic mail to SAF/IEIB at usaf.pentagon.saf-ie.mbx.saf-ieib-workflow@mail.mil or usaf.pentagon.saf-ie.mbx.saf-ieib-workflow-mbx@mail.smil.mil.
 - 5.2.1. Basing actions normally receive a site SCN once an approved candidate list is received from the HAF.
 - 5.2.2. Real estate actions receive site SCNs as required by initiating a request through the SAF/IEIB website and providing a preliminary site plan and project concept briefing for the specific action.
- **5.3. Survey Coordination.** After receiving a site SCN, the designated lead MAJCOM/requesting entity must coordinate with the host MAJCOM(s) and installation(s) to be surveyed. Site surveys within the NCR require notification and coordination with SAF/AAF. A memo (Attachment 6) should be completed and, as a minimum, contain the following information:
 - 5.3.1. Attach relevant supporting documentation (i.e., BAR or feasibility study), which shall provide initial identification of infrastructure/environmental concerns and any other issues that need to be addressed before and/or during the site survey.
 - 5.3.2. Team size and point of contact, to include name and grade of senior member.
 - 5.3.3. Initial statement of support needed by the survey team during the site visit (billeting, transportation, etc.).
 - 5.3.4. Proposed dates for each location of the site survey.
- **5.4. Approval Authority.** SAF/IEIB has approval authority for all strategic basing site surveys. SAF/IEIB may grant exceptions to documentation required to request a site SCN on a case-by-case basis. Site survey approval does not constitute SecAF approval of the site as the final basing location. Site survey approval authority also does not constitute authority to execute AF strategic basing actions, real estate related actions, or approve construction. MAJCOMs may expend funds to support general planning at approved site survey locations.

- **5.5.** Survey Requirements. The proponent shall prepare a site survey report following the format in Attachment 7 (T-1) and reference https://cs.eis.af.mil/sites/10010 for current format updates. The report, consistent with the basing criteria, addresses costs and benefits of the proposed action (including BLCC), capacity of the installation to support the proposed action, assesses potential impacts to existing missions, housing, infrastructure, manpower, and any other applicable BOS, assesses CONOPS opportunities to operate or perform the mission given the candidate location's specific capabilities and capacity (with particular consideration to airspace and range attribute, accessibility, and capacity) and assesses significant airspace and encroachment/compatible land use issues. Surveys briefly address potential environmental impacts, length of time required to complete the EIAP (this can vary widely and should be evaluated early and factored in for each proposed action), proposed method of transaction (e.g., permit, license, lease where appropriate), and any additional interest areas as required. Prior to submitting the final site survey report to SAF/IEIB, the proponent or designated lead MAJCOM shall obtain coordination on the report from the affected installation and the host MAJCOM (T-1). Surveys are due to SAF/IEIB 60 days after their completion or the completion of the final survey of multiple installations being evaluated for a single AF strategic basing action and are required at least 10 days prior to presentation to the SBP.
- **5.6. Survey Number Usage.** SAF/IEIB will issue a unique site SCN for a specific survey at affected installations, as identified in the BAR. All correspondence shall reference this site SCN. If locations other than those originally identified in the request need to be surveyed, contact SAF/IEIB to amend the BAR.
- **5.7. Follow-on Surveys.** Requesting organizations shall coordinate follow-on surveys and survey support to an already surveyed location through the host MAJCOM (**T-1**). Approval for follow-on surveys is not required from SAF/IEIB; however, an informational copy of all correspondence is provided to SAF/IEIB. Follow-on survey correspondence uses the original site SCN followed by an alpha-numeric suffix (e.g., SCN 10-017-AETC-1, 10-017-AETC-2, etc.).
- **5.8. Overseas Site Surveys.** Site surveys at overseas locations, non-US territory or possessions follow the same procedures outlined in the paragraphs above. See AFI 10-504 for additional information and requirements.

TOTAL FORCE ENTERPRISE (TFE)

- **6.1. Total Force Enterprise (TFE).** The AF Strategic Basing Process works in concert with the TFE review process and does not supersede actions or decisions outlined in AFI 90-1001 and/or the HQ AF/A5/8 Total Force Evaluation Board (TFEB). SAF/IEIB will work closely with HQ AF/A8XF to ensure all levels of decision making are coordinated, with objectives of each process achieved. In general, if a basing location is in question, then the AF Strategic Basing Process is used to determine the basing location.
- **6.2. Database Access.** SAF/IEIB has "read-only" access to the HQ AF/A8XF TFE database. Access allows maximum awareness of new TFI proposals staffed through the TFE review process and the ability to identify potential basing conflicts.
- **6.3. SBP Briefing.** Upon administrative review, HQ AF/A8XF will inform SAF/IEIB of TFI proposals under consideration and support information-only briefings to the SBP.
- **6.4. SBESG Briefing.** HQ AF/A8XF will submit TEFB-recommended proposals to SAF/IEIB to support information-only briefings to the SBESG.

PROGRAM OBJECTIVE MEMORANDUM (POM).

- **7.1. Program Objective Memorandum (POM).** The AF Strategic Basing Process works in concert with the POM process to ensure all levels of decision making is coordinated and the objectives of each process are achieved. The AF Strategic Basing Process is the default method for making basing decisions. The SAF/IEI representative to the AFCS will serve as the primary conduit for advising the AFCS on POM decisions with strategic basing implications. If a POM decision is made without a specified location, then the AF Strategic Basing Process is used to determine the basing location. If a location specification is required for the budget, AF/A8P will issue a memorandum through SAF/IE providing the rationale for waiving the basing process for SecAF approval.
- **7.2. POM Technical Guidance.** AF/A8PE will issue technical guidance regarding issues that would otherwise require action via the AF Strategic Basing Process based on input from SAF/IEIB.
- **7.3. SBP Briefing.** Upon administrative review, AF/A8PE will inform SAF/IEIB of POM initiatives with basing implications and support information-only briefings to the SBP and staffing for AFSBS documentation as required.

DISCONNECTED AND UNCOVERED MANPOWER ACTIONS

8.1. Disconnected and Uncovered Manpower Actions. SAF/IE will inform the SecAF and CSAF of any potential disconnected or uncovered manpower resulting from a basing action via electronic-mail, memorandum, or the SecAF Strategic Basing Monthly Update (depending on the sensitivity of the issue). This information serves as an IVC in which the SecAF will determine whether an expedited basing decision is necessary. If the SecAF and CSAF determine the disconnected or uncovered manpower action is time-sensitive, an O-6 level Tiger Team, led by SAF/IEIB, may be directed to convene. The Tiger Team will develop a course(s) of action list to address the disconnected or uncovered manpower action. If the SecAF and CSAF determine the action is not time-critical, then the lead MAJCOM will follow the AF Strategic Basing Process as outlined in paragraph 3.2 for determination of any secondary mission(s). Attachment 5 depicts the AF Strategic Basing Process for disconnected and uncovered manpower actions. This instruction clarifies the process for manpower disconnects related to basing and does not supersede existing manpower management policy specified in AFI 38-201, Management of Manpower Requirements and Authorizations, and AFI 38-204, Programming USAF Manpower. See Attachment 1 Terms for the definition of disconnected and uncovered manpower.

REAL ESTATE ACTIONS

- **9.1. Real Estate Actions.** The AF Strategic Basing Process works in concert with the real estate process and does not supersede actions outlined in the 32-9000 series of AFIs dealing with real property management. The Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE) has overall responsibility and oversight of Air Force-controlled real property. The Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) provides AF real property policy, approvals, and oversight guidance as delegated by SAF/IE. Actions include licenses, permits, and easements.
- **9.2. SBP and SBESG Briefings.** Once a real estate action is forwarded to SAF/IEI for approval, SAF/IEI will include SAF/IEIB on the HAF coordination of major actions. Major actions are as determined by SAF/IEI. Information in the real estate action is used to provide informational briefings to the SBP and the SBESG by AFCEC.
- **9.3. Real Estate Survey Control Numbers.** SAF/IEIB will accept a draft feasibility study, preliminary site development plans or like documents, except when the AF Strategic Basing Process requires additional information for issuance of a site SCN. SAF/IEIB will notify the requestor (SAF/IEI and/or AFCEC) when additional information is necessary.

JOINT BASES

- **10.1. Joint Bases.** AF units must follow the AF Strategic Basing Process when considering an AF strategic basing action at a joint base or joint region location; non-AF entities follow **chapter 12 (T-1)**. In staffing for a joint base location, the requestor should address the rationale for locating on a joint base. If the AF is the supporting Component at a joint base under consideration for an AF strategic basing action, then the requestor will identify the TOA being transferred within the AF (**T-1**). If the AF is the supported Component, then the requestor will identify the TOA being transferred to the supporting Component (**T-1**). If approved, the requesting organization/MAJCOM must comply with all USD (AT&L) guidance and related DODIs for basing and inter/intra-service support. (**T-0**) One such document is the "*Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base New Mission Stationing/Beddown*." Note: Joint Reserve Bases are defined as having facilities used by two or more reserve components (see: title 10 USC **Chapter 1803**, sections 18231 through 18240) and are not considered Joint Bases as defined in this paragraph.
- **10.2. Air Force-Led Joint Base.** Proponent (i.e., supported and non-supported tenants) must submit a BAR through the appropriate designated lead MAJCOM (reference paragraph 3.2.1) to SAF/IEIB to initiate the AF Strategic Basing Process **(T-1)**.
 - 10.2.1. Proponent must follow the process as outlined in paragraphs 3.2 or 3.3, as appropriate (**T-1**).
 - 10.2.2. Proponent must document Intermediate Command Summit support for basing action (Joint Management Oversight Structure) (**T-1**).

OVERSEAS BASING

- **11.1. Overseas Basing.** See AFI 10-504 and CJCSI 2300.02J.
- **11.2. OCONUS Basing Matrix.** HQ AF/A3 has developed a basing tool that can support the development of basing criteria for OCONUS basing actions. The matrix is designed to identify the operational value of an installation or the force structure changes at OCONUS bases. The proponent and designated lead MAJCOM will coordinate with HQ AF/A3OT for access to and assistance with the OCONUS Basing Matrix (**T-1**).

NON-AF ENTITIES ONTO AF INSTALLATIONS

- **12.1. Initial Request.** The non-AF entity's top-level headquarters element for approving a basing action will submit a BAR to SAF/IEIB (**T-0**). Either SAF/IEIB or a designated lead MAJCOM will assist the non-AF entity in articulating criteria to allow an enterprise-wide look. The request should specify how the move benefits the AF or joint readiness requirements.
- **12.2. Request Coordination.** SAF/IEIB will coordinate the BAR for host MAJCOM and HAF input, as required. The host MAJCOM will be kept informed of BAR status.
- **12.3. Basing Process.** If the BAR is approved, and after receiving a site SCN, non-AF entities are expected to follow the same strategic basing procedures and requirements as AF entities. Upon SecAF approval of the basing action, a BDM or ROD is issued to the designated lead MAJCOM authorizing the non-AF entity to execute the approved action. Once a BDM or ROD has been issued, the non-AF entity is responsible for completing required congressional notifications and public affairs announcements in coordination with the designated lead and host MAJCOMs. Support needs to be negotiated with the host installation or MAJCOM through a Memorandum of Agreement (MOA). Services should refer to DODI 4000.19, Support Agreements and AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures.
- **12.4. Public Education.** Public schools, universities, and non-AF education activities follow the non-AF entity process.

AF ENTITIES ONTO NON-AF INSTALLATIONS

13.1. AF Entities onto Non-AF Installations. AF entities requesting to move onto non-AF installations shall follow the AF Strategic Basing Process as outlined in **chapter 3** to obtain SecAF approval. The proponent's designated lead MAJCOM is required to submit a BAR to SAF/IEIB and receive HAF approval prior to submitting requests, conducting site surveys, or actively pursuing basing options on non-AF property. SAF/IEIB will coordinate requests with the proponent, designated lead MAJCOM, HAF, and the real property owner to provide the proponent/designated lead MAJCOM with a basing decision. The proponent should address the reasons for needing to be located on a non-AF installation and the additional costs to the AF if approved. If movement onto a non-AF installation is approved by the SecAF, the proponent will then be required to follow the host-Service basing process (**T-1**).

ENCROACHMENT/COMPATIBLE LAND USE

14.1. Encroachment/Compatible Land Use. The Encroachment Management Working Group (EMWG) will recommend encroachment/compatible land use issues for SBESG review and recommendation. SAF/IEIB will, after SBP review, schedule encroachment/compatible land use issues for SBESG and AFCS review and for the SecAF and CSAF review and approval as required. Services should refer to AFPD 90-20, *Encroachment Management Program*.

AF ENVIRONMENTAL IMPACT ANALYSIS PROCESS (EIAP)

- **15.1. AF Environmental Impact Analysis Process (EIAP)** . The proponent (typically the designated lead MAJCOM) of an AF strategic basing action is responsible for initiating, complying with, and funding the EIAP in accordance with 32 CFR Part 989. The designated lead MAJCOM will coordinate and work with their EPF and/or AFCEC to support the EIAP. All AF strategic basing action information, released to the public as part of the EIAP, is coordinated with HQ AF/A4CP and approved through SAF/IEIB. Approval is granted once the release is coordinated through Air Force senior leaders, SAF/LL, SAF/FMBL, and SAF/PA, and proper notifications are made.
- **15.2. Procedures.** The AF implements the environmental analysis process as promulgated in 32 CFR Part 989. This regulation provides procedures for environmental impact analysis within the United States and abroad, fully complies with the NEPA, and incorporates AF specific requirements. Coordination with the EPF and integration of the EIAP during the initial planning stages (or Planning Requirements in the EIAP (PREIAP)) of proposed basing actions ensures planning and decisions reflect environmental requirements, avoid delays later in the process, and preclude potential conflict.
 - 15.2.1. Proponents are responsible for ensuring the EIAP is properly timed and completed for proposed actions. Proponents will ensure basing requests reflect all essential information on how it complies with the AF's EIAP (T-1). Proponents will coordinate the purpose and need for action with their EPF, which then is reflected in their BAR submittal (T-1).
 - 15.2.2. AF Form 813, *Request for Environmental Impact Analysis*, is used to initiate the EIAP and a copy is sent to SAF/IEIB with an anticipated EIAP key milestones and completion dates. The AF Form 813 clearly presents the Purpose and Need for the proposed action as well as the Description of Proposed Action and Alternatives (DOPAA).
- **15.3. Environmental Baseline Survey (EBS).** Proponents will comply with AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions* (**T-1**).

EXEMPTIONS TO THE BASING PROGRAM

- **16.1. Air National Guard Bases.** On a case-by-case basis, basing actions on an Air National Guard base may exempted from the basing process by SAF/IEIB after coordination with the NGB and consideration of DODI 1225.08, 10 U.S.C. section 18238, and 32 U.S.C. section 104(a).
- **16.2. Exempted Non-Air Force Entities.** Requests for use of real property by non-AF entities that benefit the AF, have no significant environmental impacts as demonstrated through timely, appropriate and completed EIAP documentation that satisfies requirements in 32 CFR 989, and do not adversely impact base missions or BOS funds are exempted from the AFSBS so long as the requested use falls within the exemptions listed below or is otherwise exempted by SAF/IEIB on a case-by-case basis. These include, but are not limited to:
 - 16.2.1. Banks and Credit Unions.
 - 16.2.2. Post Offices.
 - 16.2.3. Grazing and Cropland leases.
 - 16.2.4. Utility and Road Easements of a typical right-of-way nature. Major transmission lines, wind turbines, solar towers, and other energy generating projects are staffed through the EMWG for HAF action. Projects requiring the base to create/relocate an access gate are not exempt.
 - 16.2.5. Utilities and Roads granted by lease and license (e.g., telephone equipment boxes in a building, underground communications cables, use of AF poles for telephone lines, storm drainage ditch, rail spur; radio relay link, transmitter/receiver tower, cellular telephone towers, and above ground pipelines). Electronic emanation utilities are subject to frequency de-confliction.
 - 16.2.6. Military Exchange retail, warehouse, and support operations.
 - 16.2.7. Commissaries.
 - 16.2.8. Morale, Welfare, and Recreation support activities (e.g., trap club, archery club, riding stables).
 - 16.2.9. Base support activities (e.g., American Red Cross, thrift shop, labor union offices, Civil Air Patrol, Lighthouse for the Blind base supply stores, Department of Defense Dependents Schools, Fisher House).

16.2.10. Outgrants or ingrants for use of facilities involving terms of five (5) years or less, construction of temporary structures, or renewals that result in no new resource impacts to the AF are exempt from the requirements of this instruction. Actions which benefit the installation require compliance with the AF instructions dealing with real property management.

RICHARD K. HARTLEY Acting Assistant Secretary of the Air Force (Installations, Environment, and Energy)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 United States Code, § 2667 - Leases: non-excess property of military departments

10 United States Code, § 2687 - Base Closures and Realignments

10 United States Code, § 18234 – Location and Use

10 United States Code, § 18238 - Army National Guard of United States; Air National Guard of United States: Limitation on Relocation of Units

32 Code of Federal Regulations § 989 – Environmental Impact Analysis Process

32 United States Code § 104(c) – *Units: locations; organization; command*

40 United States Code § 8701 – Public Buildings, Property, and Works

51 United States Code § 50913 – National and Commercial Space Programs

DoD 5220.22-R, Industrial Security Regulation, 4 December 1985

DODD 3200.11, Major Range and Test Facility Base (MRTFB), 27 December 2007

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DODI 1225.08, Reserve Component Facilities and Unit Stationing, 10 May 2016

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AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures, 18 October 2013

AFI 16-1406, Air Force Industrial Security Program, 25 August 2015

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AFI 32-7061, The Environmental Impact Analysis Process, 12 March 2003

AFI 32-7062, Comprehensive Planning, 18 December 2015

AFI 32-7063, Air Installations Compatible Use Zones Program, 18 December 2015

AFI 32-7066, Environmental Baseline Surveys in Real Estate Transactions, 26 January 2015

AFI 32-9001, Acquisition of Real Property, 27 July 1994

AFI 32-9002, Use of Real Property Facilities, 22 November 1993

AFI 32-9003, Granting Temporary Use of Air Force Real Property, 19 August 1997

AFI 32-9010, Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in Washington DC Area, 24 July 2012

AFI 33-360, Publication and Forms Management, 1 December 2015

AFI 35-108, Environmental Public Affairs, 14 July 2015

AFI 38-101, Air Force Organization, 31 January 2017

AFI 38-201, Management of Manpower Requirements and Authorizations, 30 January 2014

AFI 38-204, Programming USAF Manpower, 21 April 2015

AFI 63-101/20-101, Integrated Life Cycle Management, 9 May 2017

AFI 99-103, Capabilities-Based Test and Evaluation, 6 April 2017

AFI 90-1001, Planning Total Force Associations (TFAS), 9 January 2017, 09 January 2017;

AFI 90-2001, Encroachment Management, 3 September 2014

AFMAN 33-363, Management of Records, 1 March 2008

Secretary of Defense Memorandum, "Land Acquisition and Leasing of Office Space in the United States," 17 November 2002

Under Secretary of Defense for Acquisition, Technology and Logistics Memorandum, "Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base - New Mission Stationing/Beddown," 13 April 2010

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFCS—Air Force Corporate Structure

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFCEC—Air Force Civil Engineer Center

AFRC—Air Force Reserve Command

AFSBS—Air Force Strategic Basing Structure

ANG—Air National Guard

AR—Attrition Reserve

BAI—Backup Aerospace Vehicle Inventory

BAR—Basing Action Request

BART—Basing Action Request Tracker

BDM—Basing Decision Memorandum

BLCC—Basing Life Cycle Cost

BOS—Base Operating Support

BRAC—Base Realignment and Closure

CATEX—Categorical Exclusion

CFR—Code of Federal Regulations

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CONOPS—Concept of Operations

CONUS—Continental United States

CSAF—Chief of Staff, Air Force

DoD—Department of Defense

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DODM—Department of Defense Manual

DOPAA—Description of Proposed Action and Alternatives

DRU—Direct Reporting Unit

DSOR—Depot Source of Repair

EA—Environmental Assessment

EBS—Environmental Baseline Survey

EIAP—Environmental Impact Analysis Process

EIS—Environmental Impact Statement

EMWG—Encroachment Management Working Group

EPF—Environmental Planning Function

EUL—Enhanced Use Lease

EWL—Enterprise-wide Look

FOA—Field Operating Agency

FONSI—Finding of No Significant Impact

FTE—Full Time Equivalent

FYDP—Future Years Defense Program

HAF—Headquarters Air Force

HQ—Headquarters

IAW—In Accordance With

IVC—Initial Vector Check

MAJCOM—Major Command

MILCON—Military Construction

MOA—Memorandum of Agreement

MRTFB—Major Range and Test Facility Base

NCR—National Capital Region

NEPA—National Environmental Policy Act

NGB—National Guard Bureau

OCR—Organization Change Request

OCONUS—Outside of the Continental United States

QDR—Quadrennial Defense Review

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PA—Public Affairs

PAD—Program Action Directive

PAI—Primary Aerospace Vehicle Inventory

PB—President's Budget

PCR—Program Change Request

PGL—Program Guidance Letter

PL—Public Law

PMO—Program Management Office

PMsg—Programming Message

POC—Point of Contact

POM—Program Objective Memorandum

PPlan—Programming Plan

P&RA—Preferred & Reasonable Alternative

PREIAP—Planning Requirements in the Environmental Impact Analysis Process

QDR—Quadrennial Defense Review

ROD—Record of Decision

SAF/AAF—Administrative Assistant to the Secretary of the Air Force, Facilities Support Directorate

SAF/AQ—Assistant Secretary of the Air Force (Acquisition)

SAF/FMBL—Budget and Appropriations Liaison, Deputy Assistant Secretary (Budget)

SAF/IEE—Deputy Assistant Secretary of the Air Force (Environment)

SAF/IEI—Deputy Assistant Secretary of the Air Force (Installations)

SAF/IEIB—Office of Strategic Basing, Deputy Assistant Secretary (Installations)

SAF/LL—Legislative Liaison, Office of the Secretary of the Air Force

SAF/PA—Public Affairs, Office of the Secretary of the Air Force

SATAF—Site Activation Task Force

SBESG—Strategic Basing Executive Steering Group

SBP—Strategic Basing Panel

SCN—Survey Control Number

SecAF—Secretary of the Air Force

SecDef—Secretary of Defense

SMP—Strategic Master Plan

T&E—Testing and Evaluation

TFE—Total Force Enterprise

TFI—Total Force Integration

TFEB—Total Force Evaluation Board

TOA—Total Obligation Authority

USC—United States Code

USD(AT&L)—Under Secretary of Defense for Acquisition, Technology and Logistics

USD(C)—Under Secretary of Defense (Comptroller)

Terms

Active Duty Air Force—Active duty AF is full-time duty in the active military service of the United States Air Force. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

Air Force Real Property—Air Force real property is any right, title, or interest in land, buildings, fixed improvements, utilities, and other permanent additions to land. Examples include equipment attached to, and made part of, buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

Basing—The process used to determine the location of a unit, mission, activity, or manpower. Basing involves actions taken to position AF units (on AF or non-AF property) or non-AF entities on AF real property.

Basing Action Request (BAR)—The formal request required by SAF/IEIB to initiate the AF Strategic Basing Process. The proponent of a proposed basing action will complete and submit the BAR to SAF/IEIB.

Beddown—The execution of a SecAF-approved basing action establishing a unit, mission, activity, or manpower on AF real property or AF installation for longer than one year. This applies to activities of all military branches, other DoD agencies, non-DoD federal, state and local governmental agencies, and/or private agencies requesting the use of Air Force real property.

Base Realignment and Closure (BRAC)—The process under Public Law (PL) 100-526 (BRAC 88) and PL 101-510 that the DoD has used to reorganize its installation infrastructure to more efficiently and effectively support its force structure, increase operational readiness, and facilitate new ways of doing business through closure and/or realignment of bases above where actions exceed thresholds established in 10 United States Code (USC) § 2687.

Contingency—An emergency, event or series of events involving military forces caused by natural or human disasters, terrorists, subversives, international instabilities or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response and special procedures to ensure the safety and readiness of personnel, installations and equipment.

Continental United States (CONUS—)—The contiguous United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Description of Proposed Action and Alternatives (DOPAA)—Attached to an AF Form 813, *Request for Environmental Impact Analysis*, initiates the required assessment of environmental impacts associated with proposed program actions as mandated by the National Environmental Policy Act of 1969 (PL 91-190). The AF Form 813 contains two main elements: the Purpose and Need for the Action and the DOPAA. The AF Form 813 identifies the need for the proposed action, defines the scope of the action, discusses reasonable alternatives, and helps in determining the appropriate level of environmental analysis required.

Disconnected (unearned) Manpower— Manpower Authorizations (UMD) and/or End Strength (FYDP) resources that are deliberately disconnected from a requirement, organization, or

mission realigned to implement a Strategic Basing decision. Manpower that is not moved with a realigned requirement and connected to another or new requirement is a disconnected resource.

Enhanced Use Leasing—The National Defense Authorization Act (PL 106-398, Section 2812) (see 10 USC § 2667) establishes authority for long-term outgrant leasing of AF real property. The lease may provide for the alteration, repair, or improvement of the leased property by the Lessee as part of the lease, including maintenance, protection, alteration, or restoration of AF real property. This includes construction of new facilities, facilities as operational support, or other on-base services. The lease is characterized by significant Lessee investment that includes site identification, competitive grantee selection, strategic basing analysis, and senior-level negotiations for final closing.

Enterprise—The enterprise of AF installations is comprised of all Active Duty (or Regular) Air Force, Air Force Reserve Command and Air National Guard major and minor installations as defined in AFPD 10-5, *Basing*. The AF enterprise also includes AF-supported joint bases and other sites greater than 50 acres where the AF owns the underlying land (i.e., missile sites, AF-owned contractor-operated plants).

Enterprise-wide Look (EWL)—The process of applying the basing criteria developed by the proponent and approved by the SecAF to score major/minor installations and sites worldwide. The enterprise could be as large as approximately 200 AF locations, but the size is ultimately dependent on operational requirements and the nature of the mission being evaluated for basing. Once the locations have been quantitatively evaluated against the SecAF-approved basing criteria, the SBP will meet to review the scored lists to produce a ranked potential candidate list. When the candidate list is endorsed by the SBESG and/or approved by the SecAF and CSAF, these locations are eligible for site survey requests and are subject to the Environmental Impact Analysis Process as a reasonable range of alternatives for the proposed basing action. This deliberate process should produce repeatable and consistent results.

Environmental Impact Analysis Process (**EIAP**)—The National Environmental Policy Act (NEPA) of 1969 requires analysis of the environmental effects of major federal actions. AFI 32-7061, *The Environmental Impact Analysis Process*, as promulgated at 32 CFR Part 989, governs AF NEPA compliance for installations in the United States and its territories.

Environmental Documentation—The documents specified in 40 CFR paragraph 1508.9 (environmental assessment), 40 CFR paragraph 1508.11 (environmental impact statement), 40 CFR paragraph 1508.13 (finding of no significant impact), and 40 CFR paragraph 1508.22 (notice of intent). Additional Air Force-specific guidance for overseas EIAP can be found in Title 32, Code of Federal Regulations, Section 989 (32 CFR 989.37-.38). See 32 CFR 989 and AFI 32-7061, *The Environmental Impact Analysis Process*, for more details.

Environmental Planning Function (**EPF**)—The environmental office or unit that manages the EIAP in support of the proponent for implementation of the action. Duties can include completion of EPF portions of the AF Form 813, review and application of CATEXs, facilitation of the PREIAP, support for DOPAA development, identification of an interdisciplinary team, and management of the EIAP and contract for completing analyses and required documentation. Air Force NEPA Center (AFCEC/CZN) is the EPF for all EISs and high profile EAs.

Host MAJCOM—The AF major command(s) owning the installation(s) affected by a proposed basing action (e.g., affected by site surveys (Enterprise-wide List), by the EIAP (Environmental Impact Analysis Process), and/or by a SATAF for beddown execution).

Industrial Facility—Any Air Force-owned,- leased, or -controlled real property facility that a contractor uses to perform Government research, development, test, evaluation, production, maintenance, or modification or to store production machinery and equipment in support of such activity.

Lead MAJCOM/Command—The AF major command or other entity as designated by SAF/IEIB per paragraph 3.2.1 to champion a proposed basing action through the AF Strategic Basing Process from initial BAR submission through beddown.

Military Judgment—A qualitative process exercised by AF senior leadership that evaluates basing actions with respect to Plans and Guidance, Global Posture, Building Partnerships, Total Force, Beddown Timing, Force Structure, Training Requirements and Efficiencies, Logistics Supportability, and Resources/Budgeting to make strategic basing decisions.

Non-Air Force Real Property—Real property not owned or managed by the Department of the Air Force.

Non-Air Force Entity—Any unit, group, or organization not part of the Air Force (e.g., private, commercial, non-profit, local government, state government, federal government or Service other than AF).

Organization Action—Reference **chapter 4** of AFI 38-101 for a description of organization terminology and procedures. With respect to strategic basing, if an organization action/event entails activation, inactivation, designation, redesignation or assignment of an organization entity (unit and/or non-unit) that changes the number of AF positions at an installation by at least 35 positions, then this action/event must be vetted through the AF Strategic Basing Process. Manpower actions (e.g., application of new logistics composite model or manpower determinant, OSD or AFCS program adjustments, etc.) that affect the number of positions at an installation are not subject to this instruction.

Organization Change Request—A request for organization action such as unit activation, inactivation, redesignation, or variation to a standard structure as depicted in AFPD 38-1 or AFI 38-101.

Outgrant Lease—A conveyance of an exclusive, possessory interest in non-excess, AF-controlled real property pursuant to the authority of 10 USC § 2667 offered in exchange for consideration equal to or greater than the property's fair market value in cash or in kind.

Outside of the Continental United States (OCONUS)—Outside the contiguous United States to include Alaska, Hawaii, and all other countries.

Planning Requirements in the EIAP (PREIAP)—Emphasizes early interdisciplinary planning and promotes coordinated and consistent implementation of repeatable processes to achieve timely decisions on Air Force action proposals.

Programming Plan (PPlan)—A directive, coordinated document consisting of a Basic Plan and supporting functional staff annexes which defines the actions required and outlines the responsibilities for achieving a given program objective. The primary types of actions for which PPlans are developed include unit activations and inactivations; realignments involving the

physical move of people or assets; base closures; beddown of weapon systems; unit conversions from one weapon system to another; beddown and/or integration of specialized systems or unique organizational constructs; and increases or decreases in a unit's Primary Aerospace Vehicle Inventory (PAI).

Programming Message (PMsg)—A PMsg may be used in lieu of a PPlan when less comprehensive documentation will suffice to implement a program objective. For example, a PMsg is often utilized when limited functional involvement is required to execute the action. A PMsg may also be used as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while more comprehensive documentation is being developed. This is the method of choice when planning time is limited.

Program Action Directive (PAD)—PADs are generated at the Air Staff level and are used to direct MAJCOM development of PPlans/PMsgs for program actions already in the PB or which are to be worked into the PB through standard processes.

Program Change Request (PCR)—Air Force program actions are authorized by the President's Budget (PB). Formulation of the PB is a cyclic process. A PCR is a tool submitted by the Air Staff through AF/A8PE or a MAJCOM which is used to initiate proposed out-of-cycle changes to programs contained in the PB.

Program Guidance Letter (PGL)—A formal planning document that establishes direction, assigns tasks, and provides guidance (i.e., Morale, Welfare, and Recreation/Services integration or Civil Air Patrol reorganization).

Proponent—The office, unit, or activity at any level that initiates an Air Force basing action.

Site Activation Task Force (SATAF)—A team of MAJCOM functional experts chartered to travel to an installation to identify all the actions required to ensure the SecAF-approved final basing decision is successfully executed at an installation after completion of the AF Strategic Basing Process. SATAFs are led by a MAJCOM, and provide periodic, on-scene assistance to unit-level agencies to accomplish a program objective. It employs appropriate members of the MAJCOM staff and may include HAF functionals. The SATAF structure is comprised of headquarters team members and representation from the affected unit(s), which are organized into functional working groups. Each working group has an assigned chairperson, who functions under the auspices of the SATAF Team Chief. A SATAF may be convened to support bringing a program, system, equipment and/or site to operational readiness. SATAFs are also conducted to facilitate unit activations, inactivations, relocations, and conversions from one weapons system to another.

Site Survey—An authorized installation visit by an individual or team to survey real property to determine its feasibility for a proposed unit or mission beddown for SecAF approval during the AF Strategic Basing Process. Site surveys may, in part, consist of preliminary examinations, field investigations, etc.

Site Visit—A visit to a site to perform operational or managerial activities. Examples include oversight of programs, grant operations or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; and provide technical assistance. For purposes of this AFI, this definition is augmented to include an informal visit to a site to gather preliminary information unrelated to a specific basing action(s).

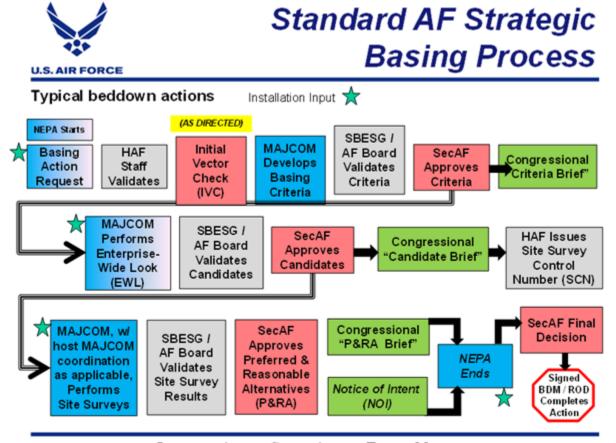
Unit commanders and headquarters agencies are not restricted from making contact with other MAJCOMs as part of the site visit planning process.

Uncovered Manpower—A situation that arises when an AF mission (e.g., weapon system, manpower positions, etc.) moves from one location to another, is reduced or is eliminated leaving the existing manpower at the losing location without a mission. Being without a mission, the affected manpower is considered uncovered. Although rare and most common among the Air Reserve Component, an uncovered manpower situation is possible at any location where an AF mission exists.

U.S. Territories—Territories associated with, or administered by, the U.S. Government, including but not limited to the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Marianas Islands, Johnston Atoll, Midway Island, Virgin Islands, Trust Territory of the Pacific Islands, and Wake Island.

AF STRATEGIC BASING PROCESS (FUNCTIONAL)

Figure A2.1. AF Strategic Basing Process (Functional).

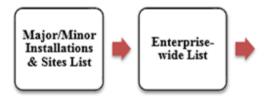


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AF STRATEGIC BASING PROCESS (PROCEDURAL)

Figure A3.1. AF Strategic Basing Process (Procedural).

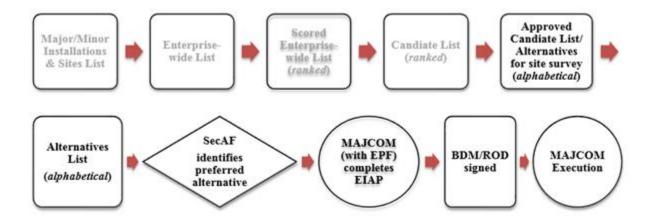
- Basing Action requirement is identified to SAF/IEIB
 - From SecAF/CSAF, HAF, MAJCOM or Installation
 - BAR submitted to SAF/IEIB with AF Form 813 (pre-coordinated with EPF)
- Lead MAJCOM is determined (ref: AFPD 10-9)
 - HAF provides broad guidance on basing criteria
- MAJCOM develops detailed basing criteria and weights/scoring
- HAF staffs basing criteria and weights/scoring for SecAF
 - Enterprise is defined (using basing criteria)



- MAJCOM scores enterprise-wide list with weighted basing criteria
 - Submit updated BAR with scored and ranked (1-to-N) enterprise-wide to SAF/IEIB
- HAF staffs scored enterprise-wide list
 - Applies military judgment to create ranked potential Candidate List
 - SBP may host conference to derive military judgement
 - Determines number of bases to site survey for basing action
 - Approved Candidate List/Reasonable Alternatives (alphabetical) for site survey and site Survey Control Number sent to MAJCOM



- MAJCOMs conduct site surveys
- Updated BAR with Alternatives List submitted to HAF (alphabetical)
- HAF staffs Alternative List for SecAF identification of preferred location
- MAJCOM with EPF completes environmental analysis (EIAP)
- Basing Decision Memorandum or Record of Decision is signed upon EIAP completion
- MAJCOM is cleared to execute

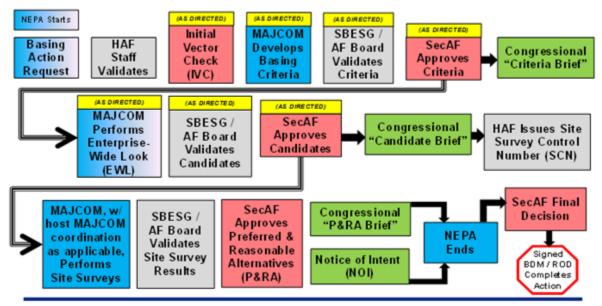


AF STRATEGIC BASING PROCESS FOR EXPEDITED BASING ACTIONS

Figure A4.1. AF Strategic Basing Process for Expedited Basing Actions.



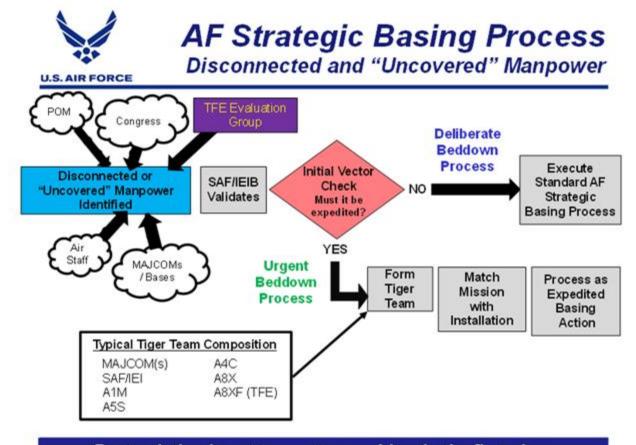
Used for Simple, Specialized, or Time-sensitive beddown actions



Integrity - Service - Excellence

AF STRATEGIC BASING PROCESS FOR UNCOVERED MANPOWER ACTIONS

Figure A5.1. AF Strategic Basing Process for Uncovered Manpower Actions.



Best solution is not to create a problem in the first place

SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST

Figure A6.1. Sample Format for Site Survey Support Request.

MEMORANDUM FOR (Host Installation OPR)

ATTENTION: (Host Installation POC)

FROM: Organization

Organization Address (line 1)

Organization Address (line 2)

SUBJECT: Request for Site Survey Team Support

- Request your support in conducting a site survey at your installation on (date) or (alternative dates) for the purpose of (description of proposed activity to be bedded down). We are coordinating this request with SAF/IEIB, IAW AFI 10-503.
- Detailed site survey team information and logistics support requirements are as follows:
 - a. Name/grade of all site survey team members
 - (1) Identify the senior ranking team member and POC
 - b. Proposed itinerary
 - c. Vehicle support
 - d. Billeting requirements
 - e. Admin/conference room support
 - f. Other pertinent information
- 3. Please direct questions to (proponent's name/rank, office symbol, telephone).

SAMPLE FORMAT FOR SITE SURVEY REPORT

Figure A7.1. Sample Format for Site Survey Report.

SITE SURVEY REPORT

BASING ACTION AND INSTALLATION NAME

LOCATION OF INSTALLATION

DATE OF SITE SURVEY

1		
BASING ACTION	AND INSTAL	LATION NAME

SITE SURVEY

TABLE OF CONTENTS

П

BASING ACTION AND INSTALLATION NAME

SITE SURVEY

DISTRIBUTION

SAF/IEIB usaf.pentagon.saf-ie.mbx.saf-ieib-workflow@mail.mil

HQ XX/A5B xxx@xxxxxxx.af.mil

HQ XX/A5BA xxx@xxxxxxx.af.mil

HQ XX/FMA xxx@xxxxxxx.af.mil

HQ XX/A1M xxx@xxxxxxx.af.mil

HQ XX/A1S xxx@ xxxxxx.af.mil

HQ XX/A2Y xxx@xxxxxxx.af.mil

HQ XX/A3Y xxx<u>@</u>xxxxxxx<u>.af.mil</u>

HQ XX/A9RI xxx@xxxxxxx.af.mil

XX RW/CC xxx@xxxxxxx.af.mil

ш
BASING ACTION AND INSTALLATION NAME
SITE SURVEY
TEAM COMPOSITION/ATTENDEES

(MAJCOM NAME) TEAM COMPOSITION

RANK/NAME	ORG	Office Symbol	DSN	Email

AFI10-503 28 JULY 2017

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IV

BASING ACTION AND INSTALLATION NAME

SITE SURVEY

FOREWORD

1. This report contains the findings from a site survey conducted to determine the feasibility

and costs associated with the potential beddown of the xxxx at xxxx. The (MAJCOM) team

was chartered to employ an objective, interdisciplinary approach in evaluating all/various

installation capabilities to support this possibility. The report represents a compilation of

initial guidance, regulatory (legal, DoD, Service, etc.) limitations, fiscal realities, and unit

preferences to find the best possible match between requirements and resources.

2. This site survey report is provided for validation, costing, and planning purposes. Please

note this is a field report and costs, in many cases, are estimates that require further

refinement. Direct any questions/comments to xxxxxxx, MAJCOM, at DSN xxx-xxxx.

3. The team members wish to express their thanks to the xxx and all other participants in

the survey for their excellent support.

//SIGNED//jwd//28Feb15// JOHN W. DOE, Civ

Basing Air Branch

v

BASING ACTION AND INSTALLATION NAME

SITE SURVEY

EXECUTIVE SUMMARY

1. BACKGROUND:

Site Survey Assumptions:

2. METHODOLOGY:

OPERATIONS: Basing both xxxxxxx at xxxxxxxx is feasible.

4. COMMUNICATIONS AND INFORMATION SYSTEMS:

5. FACILITIES:

6. LOGISTICS/MAINTENANCE:

7. SECURITY:

8. SERVICES:

9. MEDICAL/DENTAL:

10. COST SUMMARY:

Approximate cost estimates for xxxxx beddown at xxxx are as follows:

One Squadron Option:

Facilities: \$xM (O&M)

Infrastructure:

Communications: \$xM

TOTAL INITIAL COSTS: \$xM

Base Operating Support \$xM/year

Manpower \$xM/year

TOTAL RE-OCCURING COSTS: \$xM

Two Squadron Option:

Facilities: \$ xM (\$xM O&M/\$xM MILCON)

Infrastructure:

Communications: \$xM

TOTAL INITIAL COSTS: \$xM

Base Operating Support \$xM/year

Manpower \$xM/year

TOTAL RE-OCCURING COSTS: SxM

PROJECTED TOTAL BASING LIFE CYCLE COST: \$xM

(Note: report in then-year or constant/base-year dollars)

11. CONCLUSION:

VI						
BASING ACTION	N AND II	NSTALLATION N	NAME			
SITE SURVEY	SITE SURVEY					
OPERATIONS W	ORKIN	G GROUP				
1. WORKING G	ROUP C	HAIR: Name, rank	, organizati	ion, DSN, email address		
Working Group Me	embers:					
Name	Rank Office Symbol DSN Email					
2. BACKGROUN	D/REQU	UIREMENTS:				
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						

3. DISCUSSION/ANALYSIS: (Example Only)

3.1. Squadron Operations Facilities:

3.2. Hangar Space/Maintenance Facilities:

3.3. Ramp/Parking Space:

3.4. Runway:

3.5. Air Space:

3.6. Simulator Capacity:

3.7. Flare Storage:

4. SUMMARY/ CONCLUSION:

VII
BASING ACTION AND INSTALLATION NAME
SITE SURVEY
COMMUNICATIONS WORKING GROUP

 WORKING GROUP CHAIR: Name, rank, organization, DSN, email address Working Group Members:

Rank	Office Symbol	DSN	Email
	Rank	Rank Office Symbol	Rank Office Symbol DSN

2. GENERAL:

3. DISCUSSION:

4. FACILITIES:

Facility Plan	FY11	FY13

5. COMMUNICATIONS REQUIREMENTS:

6. COMMUNICATIONS INFRASTRUCTURE:

7. EQUIPMENT:

8. COSTS:

Description/Item	FY11	FY13	Total Cost	Remarks
Operations/Training				
Premise Wiring				
Base Infrastructure				
NIPRNet Switches w/ VoIP (60 drops/squad)				
SIPRNet Switches (15 drops/squad)				
VoSIP (15 lines)				

Logistics (CLS)		
Commercial T-1		
Connectivity		
Premise Wiring		
Base Infrastructure		
NIPRNet Switches (10		
drops)		
Telephones (10)		
TOTAL		

^{*} Notes

9. BASE OPERATING SUPPORT (BOS):

10. CONCLUSION:

VIII
BASING ACTION AND INSTALLATION NAME
SITE SURVEY
FACILITIES WORKING GROUP

WORKING GROUP CHAIR: Name, rank, organization, DSN, email address

Working Group Members:

Name	Rank	Office Symbol	DSN	Email

2. CHARTER:

The Facilities Working Group summarizes the findings and recommendations of the various working groups to develop a facility and infrastructure solution including costs for the proposed beddown of xxxxxx at xxxxxx. The survey team evaluated the installation and facilities infrastructure to assess the capability to accommodate xxxx aircraft total and approximately xxx personnel.

3. AGENDA:

4. DISCUSSION/ANALYSIS:

4.1. Facility Requirements:

XXX Facility Requirements

Description	Scope	Remarks

4.2. Facility Plan and Capacity Analysis:

4.2.1. Squadron Operations:

4.2.2. CLS Maintenance and Hangars:

4.2.3. Flight Simulator:

4.2.4. Aircraft Parking Ramp:

4	.3.	Δ	55	056	m	en	ź٠
-				633	ш	еп	

4.4. Cost Estimates

4.4.1. One Squadron

Description	Cost(\$000)	Remarks
O&M		
MILCON		
One Squadron Total		

4.4.2. Two Squadrons (Note: Two squadron costs include the above one squadron costs)

Description	Cost(\$000)	Remarks
O&M		
MILCON		
Two Squadron Total		

4.5. Environmental Impact Analysis Process (EIAP):

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

5. SUMMARY/ CONCLUSION:

IX				
BASING ACTION SITE SURVEY LOGISTICS/MA				
WORKING G Working Group M		HAIR: Name, rank	c, organizatio	on, DSN, email address
ame	Rank	Office Symbol	DSN	Email

2. ANALYSIS:

3. ASSUMPTIONS:

4. FLIGHTLINE MAINTENANCE FACILITIES ASSESSMENT:

5. BACKSHOP MAINTENANCE FACILITIES ASSESSMENT:

6. MUNITIONS STORAGE AREA (MSA) ASSESSMENT:

7. PMEL:

8. MATERIAL MANAGEMENT ASSESSMENT:

9. VEHICLE MANAGEMENT ASSESSMENT:

10. BEDDOWN COSTS:

11. CONCLUSION:

X				
SITE SURV	EY	NSTALLATION N	JAME	
SECURITY	WORKING O	GROUP		
	NG GROUP Co up Members:	HAIR: Name, rank	c, organizati	on, DSN, email address

	•	

2. ANALYSIS:

3. MANNING:

4. PARKING RAMP/RESTRICTED AREA:

5. COMBAT ARMS:

6. SUMMARY/CONCLUSION:

XI					
BASING ACTION AND INSTALLATION NAME					
SITE SURVEY					
SERVICES WOR	SERVICES WORKING GROUP				
1. WORKING G Working Group M		HAIR: Rank, nam	e, organizati	on, DSN, email address	
ame	Rank	Office Symbol	DSN	Email	
2. ANALYSIS:					
xxxxxxxx 2.2. Dining Fa	oxxxxxxx oxxxxxxx icility:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	0000000000	000000000000000000000000000000000000000	
				000000000000000000000000000000000000000	
2.3. Lodging:					

2.4. Childcare Development Center:

2.5. School Liaison

3. CONCLUSION:

3. DENTAL:

4. SUMMARY/CONCLUSION:

SITE SURVE	Y	NSTALLATION N	NAME		
Working Grou	p Members:	85.2	c, organizat	ion, DSN, email address	
ame	Rank	Office Symbol	DSN	Eman	
	XXXXXXXXXX			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

XI	П
c	OST ANALYSIS
ST	TE SURVEY
31	IE SUKTEI
1.	ASSUMPTIONS
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
2.	INITIAL COSTS (INFRASTRUCTURE/CONSTRUCTION/REPAIR)
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
3.	BASE OPERATING SUPPORT COSTS
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
4.	MANPOWER COSTS
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
5.	BASING LIFE CYCLE COSTS
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
6.	SUMMARY/CONCLUSION:
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx